

January 24, 1944 (FBIS-598)

ADMINISTRATIVE MEMORANDUM NO. 25

TO ALL FBIS EMPLOYEES

SUBJECT: PUBLIC HEALTH UNIT

On December 20, 1943 a Public Health Unit for FCC employees in the 1424 K Street Building was opened in Room 417. Miss Regina Burns a Public Health Nurse is in charge and will be on duty from 4:00 p.m. to 12:00 midnight Monday, Tuesday, Wednesday, Friday, and Saturday, and from 9:15 a.m. to 5:45 p.m. Thursday. This Public Health Unit consists of a treatment room and a separate rest room for men and for women.

The purpose of the Health Service provided by this unit is to assist the individual employee in maintaining a high level of health and well-being in order that he may function more effectively as a worker and as a person. It is expected that any employee who is suffering from physical ailment will voluntarily seek advice and assistance from the Health Unit. In order to achieve the maximum results from this Health Service, however, FBIS supervisors are requested to send the following employees to the Public Health Unit:

1. All employees who report back to work after being off duty for three days or longer due to illness.
2. All employees who state they want to go off duty because of illness.
3. All employees having symptoms indicating the need of care or guidance.
4. All employees who return to work after having been quarantined because a member of their family has been ill with a communicable disease.
5. All employees who have had frequent absences and are using up their sick leave with apparently minor complaints.

If an employee is injured in line of duty he should be sent to the Public Health Unit immediately where he will be given temporary treatment and referred to the United States Public Health Service if his condition indicates the need for it.


In addition to special treatment of individual employees the Public Health Unit will be responsible for particular projects dealing with the over-all well-being of employees in general. Such projects

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would include X-Ray examinations for tuberculosis, proper sterilization of ear phones, use of audiometer equipment for checking hearing ability, etc.

Miss Regina Burns, Nurse in Charge, has had many years of experience in all types of nursing work. In addition to being available for treatment of specific disabilities, Miss Burns will be free to discuss with the employees any problems relating to their physical, mental, social and economic welfare. The usual confidential relationship between a patient and the physician will be strictly maintained at all times.


Robert D. Leigh
Director

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